



DEPARTMENT OF THE NAVY, NAVAL AIR SYSTEMS COMMAND
PATUXENT RIVER, MARYLAND 20670-1139

PLAN OF THE WEEK 20-26 AUGUST 2003

ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH HEREIN WILL BE
ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS ARE RESPONSIBLE FOR READING THE
PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS

COMMANDER (ACTING)	RADM C. H. JOHNSTON
COMMAND MASTER CHIEF	CNOCM W. B. MARRIOTT, 7-7985
COMMAND CAREER COUNSELOR	AE1 E. MURACH, 7-7842
COMMAND DUTY OFFICE	7-6100
ASSISTANT COMMAND DUTY OFFICE CELL	240-925-5038
COMMAND DUTY OFFICER (CDO) CELL	240-298-8010
COMMAND INSPECTOR GENERAL HOTLINE	7-1168
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER	LCDR R. E. JIMÉNEZ, 2-2683
DRUG AND ALCOHOL ADVISOR	AEC (AW) R. L. BONANNO, 7-1086
MILITARY SUPPORT SERVICES WEB SITE	http://hro.navair.navy.mil/military
OMBUDSMAN	KRISTI CORBETT, (301) 373-6321
	REBECCA SMOLANA, (301) 997-0526
	e-mail: navairombudsman@hotmail.com
SECURITY MANAGER	MR. J. CODY, 7-2930
SENIOR ENLISTED SECTION LEADER	AMCS (AW) J. S. MINGHELLA, 7-9133
NAS PATUXENT RIVER EXCEPTIONAL FAMILY MEMBER POC	HM3 L. WILLIAMS, 2-1488
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE	(301) 342-7519
NAS MWR NEWS	2-3510
	http://nas.nawcad.navy.mil/mwr
NAVY FRAUD, WASTE, AND ABUSE HOTLINE	1-800-522-2451
NAVY PERSONNEL COMMAND/BUREAU OF NAVAL PERSONNEL HOME PAGE	www.bupers.navy.mil
NAVY SEXUAL HARASSMENT ADVICE LINE	1-800-253-0931

UNIFORM OF THE DAY NASPAXRIVNOTE 1020 Refers
CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

NAVAIR CDO/ACDO WATCHBILL

	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>
DATE	20 AUG	21 AUG	22 AUG	23 AUG	24 AUG	25 AUG	26 AUG
CDO	CDR GROESCHEL	CDR DENNIS	CDR STILES	CDR STILES	CDR STILES	CDR OVERSTREET	CDR EGBERT
Super	CDR RARDIN	CDR RARDIN	CDR RARDIN	CDR RARDIN	CDR RARDIN	CDR RIXEY	CDR RIXEY
ACDO	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>IV</u>	<u>V</u>	<u>VI</u>
0800-0800	ATCS JOHNSON	AT1 WARNER	ATC PERKINS	ATCS NICHOLSON	ATC STEWART	AT1 SCHRAMM	ADC SAUNDERS
Super	AOC TUCKER	AZ2 DOWNES	ATC MORRIS	ASC BROWN	AD1 MACK	SK2 MEDINA	ASC RASHEED

1. **E-6 NAVY-WIDE PETTY OFFICER ADVANCEMENT EXAM INFORMATION.** Just a reminder, candidates for E6 will test 4 September 2003. Candidates have to meet requirements for advancement NLT 1 August 2003. Completion of Leadership Training Continuum (LTC) for E6 candidates must be before the regular administration of the exam. Personnel receiving a flag waiver must have this waiver prior to the exam date. Those personnel completing LTC or receiving a flag waiver after the regular scheduled exam are not eligible for a substitute exam. Sailors who were unable to participate in the March 2003, Cycle 179 exam due to their involvement in the conflict in Iraq or assignment to a remote location will take the September 2003, Cycle 180 exam. For those sailors whose final multiple is as high, or higher than the final multiple required for the March 2003 Exam, Board of Correction of

Naval Records will backdate advancement to the increment corresponding with the time the Sailor would have been advanced.

2. **FALL 2003 PRT CYCLE.** Start now! Beat the rush! If you have not been adhering to the CNO Directed three times a week exercise program, don't wait for the last minute. Mark your calendars now for the upcoming semi-annual PRT cycle! The PRT schedule for the FALL 2003 Cycle is as follows:

18 August 2003 - 13 October 2003 -- Risk Assessment and Medical Screening

20 October 2003 - 24 October 2003 - Weigh-Ins at the Drill Hall, **0630-0830** (Body Composition Assessment)

27 October 2003 - 31 October 2003 - PFT Testing (Run/Swim, Curl-Ups, Pushups, Sit-Reach at the Cedar Point Beach Pavilion from **0800-1000**. (**SWIMMERS AT 0800 ONLY**.)

3. **RETIREMENT CEREMONY.** There will be a retirement ceremony for AZCS(AW) Patricia Faison at the Naval Air Museum on 21 August 2003 @ 1100. All are welcome to attend. Uniform of the day is the prescribed wear. Reception will be held at the Housing Community Center. POC is PNC Cooper @ 2-6881.

4. **LEAVE REQUEST CHITS.** All completed leave chits must be submitted to Military Personnel on time to avoid any last minute correction issues. There is a 5-day turn-in period after the leave has been taken. In accordance with MILPERSMAN 1050/100, leave chits are to be turned in at the commencement of the next regular working day subsequent to termination of leave. If there are any questions, feel free to contact SK2(SW) Medina @ 2-5360 or YN2(AW) Gibson @ 2-8246.

5. **SPECIAL LEAVE ACCRUAL FOR FY-03.** Our policy of encouraging members to take leave has not changed. Leave provides respite from the work environment and contributes to improved performance and increased motivation. When mission allows, service members are encouraged to use their leave in the year it is earned. However, given the operational demands placed upon our personnel as a result of the global war on terror, a reminder about the Navy's Special Leave Accrual Policy seems in order.

To that end, the following is reiterated: All active duty members of the Navy who would otherwise have lost annual leave on 1 October 2003 as a result of serving for a continuous period of at least 120 days in an area where they are entitled to Hostile Fire or Imminent Danger pay; assignment to a deployable ship, mobile unit, or similar duty where operational commitments prohibited normal leave utilization; or other contingency operations (e.g., Operation Enduring Freedom, Noble Eagle, and Iraqi Freedom), are authorized to carry over as many as 90 days of leave. This leave is considered to be Special Leave Accrual and any amount in excess of 60 days must be used before the end of the third fiscal year after the year in which it is earned (i.e., 30 September 2006).

Affected personnel desiring to carry over more than 60 days of leave must declare their eligibility through the chain of command. Requests for special leave accrual must be submitted no later than the end of the first quarter of the following fiscal year for which the member is requesting Special Leave Accrual (i.e., 31 December 2003). Commanding Officers are responsible for conducting service record review to determine eligibility and ensuring appropriate service record entries are made.

6. **CATCH-UP CONTRIBUTIONS FOR THE THRIFT SAVINGS PLAN.** Thrift Savings Plan participants age 50 and over are now eligible to make a new type of tax-deferred contribution to the TSP. These "catch-up" contributions are in addition to regular TSP contributions. You are eligible if you are a federal employee or a member of the uniformed services who will be age 50 or older this calendar year, and you are already contributing the maximum amount of regular TSP contributions. The maximum amount of regular contributions for 2003 is eight percent of basic pay for members of the uniformed services, or an amount that will result in reaching the IRS elective deferral limit (\$12,000 for 2003) by the end of the year.

In 2003, eligible participants may invest up to \$2,000 in catch-up contributions. The amount will increase to \$3,000 for 2004, \$4,000 for 2005, and \$5,000 for 2006. Subsequent years will be Indexed to inflation.

You can submit your election to make catch-up contributions immediately. You don't have to wait for a TSP open season. Elections will be effective the first pay period after

Defense Finance and Accounting Service receives your request. For policy and processing details, refer to <http://www.tsp.gov/>.

7. **MONTGOMERY GI BILL (MGIB) PROGRAM BENEFITS** increase means more money for college. On 1 October 2003, MGIB program benefits will increase to \$35,460. That's \$985 per month for full-time enrollment (pro-rated for less than full-time) for 36-months. Active duty Sailors can also use MGIB to supplement any portion of tuition and fees not covered by tuition assistance. See your Navy College Office for details or call 1-800-962-1425. You can also "boost" your benefits by enrolling in the MGIB increased benefit option or "booster," which can increase your MGIB program benefits by up to \$5,400 (\$150 per month for 36 months). See your personnel office/PSD for details on "booster" enrollment eligibility.

8. **MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP) SELECTION BOARD.**

MECP provides a path for active duty enlisted Sailors of all ratings who already have some college credit to obtain a Baccalaureate Degree in Nursing and a commission in the Nurse Corps. The FY-04 MECP selection board convenes 15 December 2003. Application procedures are in Chapters 1, 2, and 5 of OPNAVINST 1420.1A. Initial applications must be postmarked by 1 October 2003. Additional documents to meet eligibility requirements must be postmarked by 1 November 2003, and SAT/ACT scores must be postmarked by 14 November 2003. More application information can be found at <http://nshs.med.navy.mil/mecp/mecp.htm/> e-mail mecp@nmetc.med.navy.mil. POC's are Ms. Kemp, NMETC (Code 0G3) at (301)319-4520/DSN 285 or HM1 Miller at (301) 295-0925/DSN 295.

9. **SECURITY LAPSE CONSEQUENCES:** An E-6 assigned to NAWC-WD was awarded 21 months confinement, reduction to E-1 and a Bad conduct discharge at a General Court Martial held in San Diego on 6 August 2003. The Petty Officer plead guilty to wrongfully removing, retaining, and delivering information relating to the National Defense of the United States. Essentially, the Petty Officer placed classified materials from his previous command onto a personal zip disk and kept the disk in his possession for approximately 5 months. Once attached to NAWC-WD, he brought the disk to a local Kinko's to copy the materials onto a CD-ROM and left a copy of the entire disk on the Kinko's hard drive. There was no malicious intent on this Petty Officer's part, in fact, he was trying to put together a NAVAIR presentation, but it underscores the potential consequences when one fails to properly protect classified materials and other information relating to the National Defense, as outlined in SECNAVINST 5510.36. Personnel who access and use classified documents are encouraged to periodically refresh themselves on the applicable security procedures. If you have questions or concerns regarding your responsibility for classified materials under this or other security instructions, contact the security representative for your NAVAIR Code or the NAWCAD Security Customer Service Team.

10. **OFFICIAL MILITARY PERSONNEL SYSTEM RECORD MICROFICHE TO CD.** Beginning 1 September 2003, all active duty and reserve Sailors will be able to get their Official Military Personnel System record on compact disk (CD). The CD will have hyperlinks to frequently asked questions and other resources related to the Sailor's record. The CD will list how to make corrections to the Sailor's record. The CD will work from any personal computer with Microsoft Windows 95 or higher. All documents will be secured by an "Official Record Copy" watermark and can be printed if desired. The CD can be requested via mail, FAX, or in person at the Tennessee Record Review Room at Wood Hall (Bldg 769), Millington, TN. Point of contact for this information is Jim Laudermilk @ (901) 874-3406.

11. **NAVY FAMILY OMBUDSMAN APPRECIATION DAY.** The past year has been marked by many vivid reminders of the challenges life routinely places in our paths. Many of our Sailors were -- and still are -- deployed in direct support of Operation Noble Eagle, Iraqi Freedom and the Global War on Terror. The support we offer them and their families through the Navy Ombudsman program is critical to ensuring their success and our readiness. Though Navy Family Ombudsmen do not wear military uniforms, they stand firmly beside our Sailors and their families as valued members of command leadership teams. They are professionally trained information and referral specialists, who volunteer countless hours so commands can focus on the details of preparing for and executing their missions. They are the calm, cool voices who encourage and inspire, console and consult. This year, 12 September 2003 is set aside to recognize the sacrifices and accomplishments of these dedicated volunteers.

/s/

R. E. JIMÉNEZ

Division Director, Military Services